

# **Future Business Leaders of America**



## **DISTRICT HANDBOOK**

***Business Education Section  
Career Education  
Missouri Department of Elementary  
& Secondary Education***

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# **POLICIES**

The Missouri State constitution and bylaws for Future Business Leaders of America-Phi Beta Lambda, Inc. are in effect for the district and local chapters. No policies or guidelines of the district may be in conflict with rules and regulations set out by the constitution and bylaws.

The state of Missouri is divided into twenty districts. Each district will participate in a District Leadership Conference annually to be held within the timeframe established by the FBLA state adviser.

The district lead chapter adviser will be responsible for the District Leadership Conference and other duties. Responsibilities are listed under Section C.

## Cancellation of District Leadership Conference

A procedure within each district must be established to notify participating schools in the event of inclement weather. It is recommended that if 10 percent of the district schools are not in session because of inclement weather, the conference will be moved to an alternate date and/or location. If the lead chapter's school is not in session, the lead chapter may still have the option to postpone the event.

## Mistakes in Grading/Naming of Event Winners

The error should be corrected as soon as discovered and the rightful winner will be notified and sent to state.

## Deadline for District Forms

Any chapter that does not return District Leadership Conference forms by a designated deadline will be contacted by the lead chapter adviser. The district lead chapter adviser may allow a two school-day extension based on circumstances. Failure to submit the appropriate forms will result in the chapter not being allowed to compete or attend.

## Payment of Registration Fee

Students will not be allowed to compete at District Leadership Conference if registration fees and/or district dues have not been paid by the designated date.

## Serving as District Lead Chapter

If a chapter cannot take its turn as district lead chapter, the chapter may see if the next chapter is willing to trade. If a chapter refuses to take its turn, it will not be allowed to compete that year or in the future until it takes its turn as lead chapter. This will remain in effect until the chapter has served as district lead chapter.

### Skill Test Grading

Skill events must be administered and graded prior to the District Leadership Conference. Local advisers may not proctor the tests.

### Dress Code

The state dress code will be followed through the completion of the awards ceremony. Violation will result in disqualification.

### Electronic Devices

All electronic devices are to be turned off during competitive events. If a cell phone, pager, or other electronic device is used during a competitive event, the competitor will be disqualified.

## COMPETITIVE EVENTS

Guidelines for competitive events in the Missouri Chapter Management Handbook should be used for the District Leadership Conference. Ranking sheets for the District Leadership Conference are available in the Missouri Chapter Management Handbook for performance events.

Administrative Suggestions are available in the District Lead Chapter Handbook to be used in the orientation of judges at the district level. During judges' orientation, special attention should be given to explain differences between the administration of the event at district and state conferences.

### Number of Events per Student

Members may take as many tests as the schedule of each district allows.

### Maximum Number of Entries from Each Chapter per Event

Written = 3

Skills = 2

Performance = 1

Team = 1

*A district may choose to allow fewer than the number of entries from each chapter per event listed above, but it may not allow more than the number listed.*

Team events include Business Plan, Desktop Publishing, Emerging Business Issues, Entrepreneurship, Multimedia Presentation, Network Design, Parliamentary Procedure, and Web Site Development.

Chapter events include American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Report. Any local chapter may enter reports at the State Leadership Conference for the four chapter events.

### Competing in an Event Twice

Members may compete in the same event a second time at DLC. They may not compete a second time at SLC. If members qualify and compete at SLC in an event, they may not participate in same event at DLC again. Exceptions apply for team events. (See page 4)

If a student has qualified and agrees to compete at SLC, he/she must notify the FBLA state adviser if he/she is not able to compete. If there is no notification or if the notification is too late to secure a replacement, the student may not compete again at DLC in that event.

### Team Events

The guidelines for members competing a second time in team events are as follows:

Desktop Publishing (2 members)  
Neither team member may have entered at a prior State Leadership Conference.

Emerging Business Issues (2-3 members)  
One member may have entered at a prior State Leadership Conference.

Entrepreneurship (3 members)  
One member may have entered at a prior State Leadership Conference.

Multimedia Presentation (1-3 members)  
One member may have entered at a prior State Leadership Conference.

Network Design (2 members)  
One member may have entered at a prior State Leadership Conference.

Parliamentary Procedure (4-5 members)  
Two members may have entered at a prior State Leadership Conference.

Web Site Development (1-3 members)  
One member may have entered at a prior State Leadership Conference.

### Sequenced Events

The following events are considered to be linked in a series. Once a member has competed in the second or advanced event in the series, he/she may not subsequently compete in the first or introductory event. Event series include:

- Accounting I and Accounting II
- Business Math and Business Calculations
- Introduction to Business Communication and Business Communication
- Introduction to Parliamentary Procedure and Parliamentary Procedure
- Public Speaking I and Public Speaking II
- Word Processing I and Word Processing II

### Grade Level Specific Events

The following events are only for 9<sup>th</sup> and 10<sup>th</sup> grade FBLA members:

- Business Math
- Computer Concepts
- FBLA Principles and Procedures
- Introduction to Business
- Introduction to Business Communication
- Introduction to Parliamentary Procedure
- Public Speaking I
- Word Processing I

### Make-up/Conflict Test Schedule

Each district will decide if there will be a make-up or “conflict” room scheduled for testing.

### Entry Substitution

In written events, substitution of competitors may be made up to the day of the conference only IF members are already registered, and it does not make a conflict with other events scheduled. Each district may establish a procedure for how substitutions will be made.

### Performance Events

To provide consistency, all districts are required to have a performance component at DLC for performance events including Parliamentary Procedure. Network Design is excluded.

## **DISTRICT LEAD CHAPTER**

### Rotation Schedule for Lead Chapter Assignment

A predetermined lead chapter schedule is required for every district. The method for creating the schedule is up to each district. An adviser with less than two years of FBLA experience will not be allowed to be lead chapter adviser. Each district will make the determination as to where that chapter or a new chapter will be placed in this predetermined lead chapter schedule.

### Responsibilities

The district lead chapter adviser is responsible for attending the state executive council meeting usually held in the summer. He/she will also see that the district council member (district president or a substitute) attends the meeting.

The district lead chapter adviser will keep an up-to-date list of chapter advisers in the district. He/she will keep all advisers informed of district activities.

The district lead chapter adviser will report on the state executive council meeting to all chapters in the district.

The district lead chapter adviser will coordinate recruitment of new or reactivated chapters in the district.

The district lead chapter determines location and date and coordinates all phases of the District Leadership Conference.

The district lead chapter adviser will be responsible for duplicating tests and maintaining the security of the tests before, during, and after the conference. No duplication of tests is allowed other than for testing purposes. The lead chapter adviser is responsible for destroying the tests and answer keys after the conference as well as the production work keyed by the competitors in skill testing. (It is recommended that answer keys and production work not be destroyed until a period of time in case there are questions regarding scoring.)

It is the responsibility of the district lead chapter adviser to create the schedule for District Leadership Conference.



### Flexible Responsibilities

The following responsibilities may be delegated to other chapters within the district, with the lead chapter providing coordination:

- a. Ordering Awards
- b. Workshops—may be organized presentations, entertainment, ice breakers, games, battle of the chapter, etc.
- c. Judges—district will determine the procedure for securing judges
- d. Printed Programs—the creation and duplication of programs
- e. Grading Room—running the scantron machine, ranking, verifying ranking sheets, collecting tests and rating sheets, writing awards script, printing certificates
- f. Election/Installation of Officers
- g. Awards Session
- h. Food
- i. Hospitality

It is recommended that adults read the names of award winners while district officers distribute awards. (To prevent errors in presentation)

### District Fall Planning Meeting

Each district shall have a fall planning meeting with mandatory attendance being determined by district.

Adviser/chapter assignments for the District Leadership Conference will be provided for chapter advisers at the fall planning meeting.

### Dress Code

Two advisers will be assigned to make final decisions on dress code at the District Leadership Conference when there are questions by advisers checking at the testing or performance doors. Students will be allowed to change and return to the testing room, but they will not be allowed any extra time. (See Dress Code under the Policies section.)

### Membership

Each chapter will provide the district lead chapter adviser with an official printed list of members from the national on-line membership web site at a date set by the lead chapter adviser.

In order for the students to compete at District Leadership Conference, their names must appear on the official on-line national membership printout.

# DISTRICT OFFICERS

## Elections

Each district will hold elections for district officers. There is a limit of two elected officers per school unless there are no other candidates. The election process will follow the state guidelines with no primary election.

The parliamentarian will be the student with the highest test score on the Parliamentary Procedure test who is willing to be an officer and is not a senior. It is recommended that the treasurer be from the lead chapter.

## Responsibilities

If any officer cannot fulfill his/her duties for any reason, the position will be filled by one of the following methods:

1. Using the secretary's minutes, replace the officer with the first runner up for that office from the previous election
2. The local chapter of the elected officer may appoint a replacement
3. If the president cannot fulfill his/her duties, the vice-president may move up and then there will be a replacement of the vice-president by one of the previous methods.

The district officers will conduct the fall meeting including a business meeting.

## District Offices

The suggested offices and duties are:

### **President**

Summer Executive Council meeting, District fall planning meeting, District Leadership Conference open and closing ceremonies

### **Vice President**

Election of district officers

### **Secretary**

Minutes—take and distribute them at the district fall planning meeting and District Leadership Conference, record election results

### **Treasurer**

Financial records (record dues and expenses for district conferences), prepare, read, and send the finance report or statement

**Reporter**

District newsletters (fall and spring), send articles to state newsletter, scrapbook

**Parliamentarian**

Advise president on parliamentary matters, door prizes, battle of chapters